

Microsoft Windows Explorer

Learning Points

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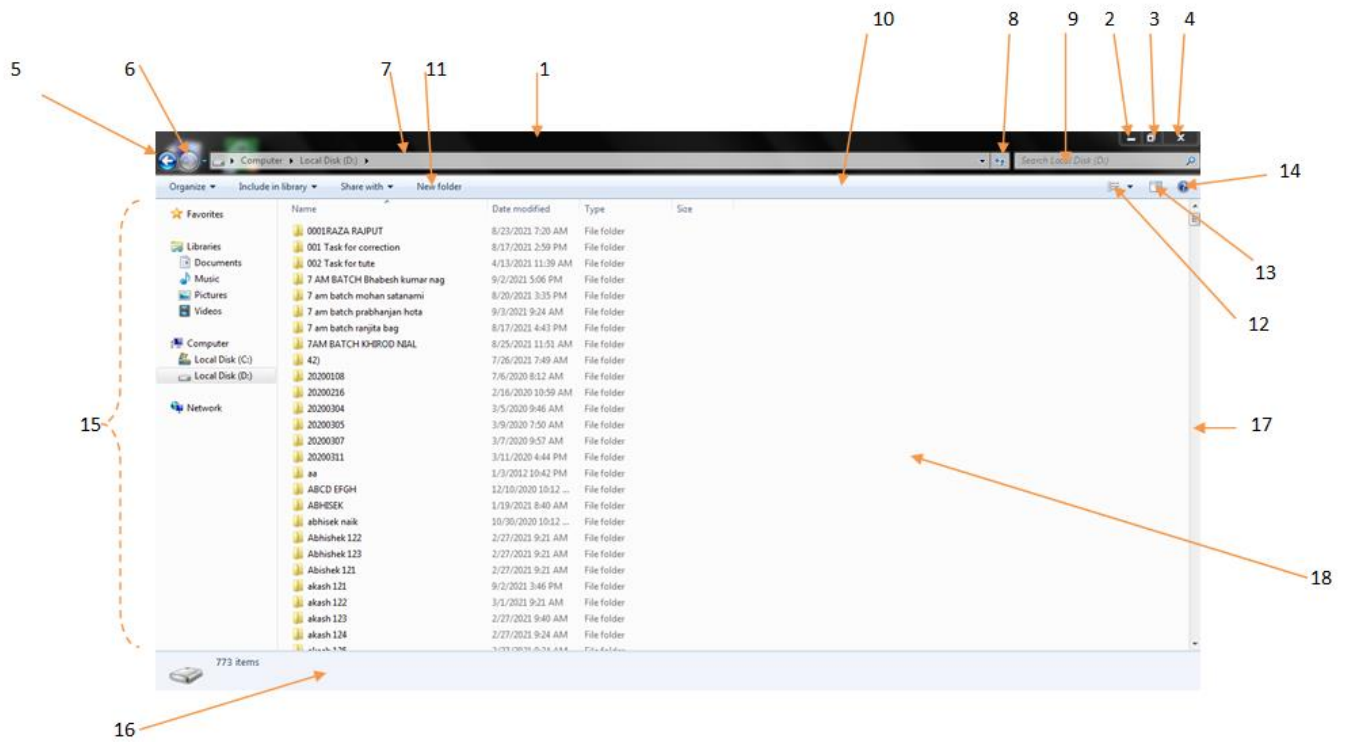
Introduction to Windows Explorer

What is Windows Explorer?

It is used to explore (shows organizing) the files and directories of the computer memory.

How to open Explorer?

1. Double Click on the Computer Icon on the Desktop Screen.
2. Press Window Key on the Keyboard → Click E on the keyboard
3. Click the Windows Explorer icon on the Task Bar.



1	Title Bar	7	Address Box	13	Show/Hide Preview Pane
2	Minimize	8	Reload	14	Help
3	Maximize	9	Search Box	15	List Panel
4	Close	10	Standard Bar	16	Status Bar
5	Back	11	New Folder	17	Vertical ScrollBar
6	Forewords	12	Change View	18	Details Pane

MOUSE CLICK

Left Button:

Click: - Normal Selection

Double Click: -To Open an Application

Press: -To Drag and Drop an Item or file

Right Button:

Click: - Special Selection to Avail various option for the item.

Scroll Wheel:

Up: - To Move the screen up.

Down: - To Move the screen down.

Click: - To activate auto-scroll

List Panel / Details Panel / preview Panel introduction.

List Panel: It shows the List of Files and folder inside of the computer memory.

Details Panel: It shows the Memory details and other details of a file or Folder.

Preview Panel: It shows the Content of a selected file from details panel.

Different Element of Windows Explorer

Back Button: when we click, It take one step back of the navigation record.

Forward Button: when we click, It take one step Forward of the navigation record.

Address Box: It shows the current location of the user in the Explorer.

Search Box: when we type a word inside the search box it search selected memory and find the files and folder related to the search term.

Create a folder

Open Windows Explorer → Double Click Local Disk d: → Click on the “Folder” shown in standard bar → Type a name for the Folder → Click Enter Key.

Create a folder within a folder

Open Windows Explorer → Double Click Local Disk d: → Double Click on the folder where you want to create another folder → Click on the “Folder” shown in standard bar → Type a name for the Folder → Click Enter Key.

Rename a Folder

Open Windows Explorer → Double Click Local Disk d: → Click on the folder which you want to change the name → Right Click on it Again → Choose “Rename” option from the Right Click Menu → Type a new name for the file/folder → Click Enter Key.

Multiple Rename Folders

Open Windows Explorer → Double Click Local Disk d: → Press The **CTRL** Key → Click more than one folders or files to select → Release the **CTRL** KEY → Click **F2** Function Key from the key board → Type a new group name for the file/folder → Click Enter Key.

Copy a file or folder to another location

Open Windows Explorer → Double Click Local Disk d: → Double click on a folder where documents exist → Select a file / folder by clicking on it → right click on selected folder/file → choose “copy” from right click menu option → double click on another folder → right click on a blank area → choose “paste” option from right click menu.

Copy a file or folder to another location (Drag and Drop Method in same window)

Open Windows Explorer → Double Click Local Disk d: → Double click on a folder where documents exist → Select a file / folder by clicking on it → press and hold **CTRL** Key of Key Board → Mouse-over on the file and press the left button of the mouse → drag the file towards the destination folder → when destination folder is highlighted → release the Mouse Left Button → Release the **CTRL** Key.

Copy a file or folder to another location (Drag and Drop Method between two windows)

Open Windows Explorer → Double Click Local Disk d: → Double click on a folder where documents exist → Click restore-down Button → Resize the window by pressing and dragging the edge(border)
Open another Window of Explorer → Double Click Local Disk d: → Double click on destination folder where you want to move or Move the document → Click restore-down Button → Resize the window by pressing and dragging the edge(border)
Select a file / folder on a window by clicking on it → Mouse-over on the file and press the left button of the mouse → Press the **CTRL** key on the key board → drag the file over the destination folder window → release the Mouse Left Button.

Move a file or folder to another location

Open Windows Explorer → Double Click Local Disk d: → Double click on a folder where documents exist → Select a file / folder by clicking on it → right click on selected folder/file → choose “cut” from right click menu option → double click on another folder → right click on a blank area → choose “paste” option from right click menu.

Move a file or folder to another location (Drag and Drop Method in same window)

Open Windows Explorer → Double Click Local Disk d: → Double click on a folder where documents exist → Select a file / folder by clicking on it → Mouse-over on the file and press the left button of the mouse → Press the **Shift** key on the key board → drag the file towards the destination folder → when destination folder is highlighted → release the Mouse Left Button.

Move a file or folder to another location (Drag and Drop Method between two windows)

Open Windows Explorer → Double Click Local Disk d: → Double click on a folder where documents exist → Click restore-down Button → Resize the window by pressing and dragging the edge(border)
Open another Window of Explorer → Double Click Local Disk d: → Double click on destination folder where you want to move or copy the document → Click restore-down Button → Resize the window by pressing and dragging the edge(border)
Select a file / folder on a window by clicking on it → Mouse-over on the file and press the left button of the mouse → Press the **Shift** key on the key board → drag the file over the destination folder window → release the Mouse Left Button.

Change View of icons

Open Windows Explorer → Double Click Local Disk d: → click any file or folder → Press the CTRL key from the keyboard → Scroll up / Scroll Down the mouse wheel.